



Address Reporting and Re-Entry Permits

Once you have received a long-stay extension in Thailand, there are two things you need to remember. Thai Immigration requires you report your address in Thailand to them if you remain in Thailand for 90 consecutive days. The other is that if you have received an extension of stay (long stay), you will need to obtain a Re-Entry Permit from Thai Immigration before you leave Thailand to keep your extension valid.



ADDRESS REPORTING REQUIREMENTS



RE-ENTRY PERMIT



ADDRESS REPORTING



Thailand Immigration requires that the address of all foreigners in the Kingdom be reported. For tourists, this requirement is generally placed on the management of the foreigner's place of lodging such as hotel, guest house, or resort.

However, if you are residing in Thailand for more than 90 consecutive days, you will also be required to report your address to Immigration and again for each succeeding 90 day period that you remain in Thailand. Also, if you change your address, you are supposed to report it to Immigration within 24 hours.

There is also a requirement that if you go to a Province and stay for more than 48 hours that you report your address to either Immigration or the local Police (however, this last requirement although technically required, does not seem to be enforced by local authorities as many expats will visit Thai or expat friends in other provinces and stay more than 48 hours without reporting their presence without any adverse consequences).

90 Day Address Reporting

Thailand requires all foreigners to report their address to Thai Immigration if they remain in Thailand for 90 consecutive days from date of entry or from their last address reporting date. You can make the report up to 15 days early or 7 days late – there is no fee charged. But, if you are more than 7 days late, Immigration will fine you 2,000 Baht. The Immigration Bureau website also notes that If you are arrested and found not to have timely reported, the fine is 4,000 Baht.

CAUTION: If you are late and the 7th day will occur on a weekend, be sure to report on the Friday before. We have received several reports that if you wait till the following Monday, you will be fined for being late.

Also, you do not have to do the report in person – you can have someone else do it for you. If you do not reside near an Immigration Office, you can report by registered mail – the procedure [can be found here](#). If doing by mail, the Immigration Office must receive the report BEFORE the due date.

NOTE: Your next 90 day address reporting date will be 90 days from the date you make the report. For example, if your next reporting date is on April 1, 2012, and you make your report on March 21, 2012, your next reporting date will be June 19, 2012 – 90 days from the date you report. Your next reporting date will be stamped/printed on the latest reporting form stapled into your passport.

Documents and Process at Chonburi (Pattaya) Immigration Office

Procedures have changed in March 2015. **For your first address report after entry or re-entry:**

1. Complete Form **TM.47, Form for Alien to Notify of Staying Longer Than 90 Days**.
A downloadable form is available – click [here](#) for Acrobat PDF format (print out and complete by hand) or click [here](#) for Microsoft Word format (fill in form), An example of a completed form can be seen by clicking [here](#). You can also pick up the form at the Immigration Office from the desk on your left as you enter the Jomtien Soi 5 Immigration Office.
2. Go to the Immigration Office from 15 days before to 7 days after the required reporting date. There is no fee involved. If you are late, even by one day, the fine is 2,000 Baht. Also, have a photocopy of evidence of your address, e.g., telephone bill in your name, rent receipt showing address, copy of lease, etc.
3. Upon entry obtain a queue number from the Information Counter opposite the entry doors – tell them it is for 90 day reporting – the first digit of the number will be “4” and represents the desk number for address reporting – the next two numbers are the queue number for the day (they restart at the beginning of each day).
4. After getting your queue number, Desk 4 will be on your right about half way down. Take a seat in front of or near to Desk 4. On the back wall is a large TV type monitor. It shows each desk number and the current queue number being served. There should be at least one Immigration Officers at desk 3 – when your queue number is announced over the public address system or displayed on the TV Monitor, take a seat at the desk and hand your form, evidence of residence and passport to the Immigration Officer.
5. The Immigration Officer will enter the information from your passport and evidence of address into their computer and then print out a new reporting form showing the due date of your next report and containing a bar code. This new form will be stapled into your passport.

For your next address report if you have remained in Thailand, you will only need your passport and the form with bar code previously stapled in your passport. When you enter Immigration, get a queue number and go to desk 4. When your number is called and/or displayed on the Monitor, hand your passport to the Immigration Officer. They will remove the previous form, scan the bar code, and print out a new form showing your next reporting date and staple that in your passport. You are then finished.

NOTE: A question often comes up about missing your next reporting date because you will be out of the country. If you have left Thailand, then there is no reporting requirement because you have not remained the full 90 days. Upon your return, you will have a new TM.6 Arrival/Departure Card and your latest entry date will be stamped in your passport. This starts day 1 of your next 90 day reporting period

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RE-ENTRY PERMIT



If you are residing in Thailand on a long stay extension, you will need to obtain a Re-Entry Permit if you plan to leave Thailand and want to keep your extension of stay valid. Departing Thailand without a Re-Entry Permit cancels any existing extensions of stay. If you do leave Thailand without a Re-Entry Permit, you will need to go through the initial process again to obtain a Non-Immigrant Visa and then apply for a long stay extension.

NOTE: If you are unable to get your Re-Entry Permit from your local Thai Immigration Office before going to the airport, you should be able to get one at Bangkok's Suvarnabhumi Airport - there is a counter in the Immigration section adjacent to wall for Re-Entry permits that is supposed to be available 24/7. A photograph is not needed as they have a digital camera for that purpose. The fee is 1,200 Baht (1,000 for Permit and 200 for digital photo). We understand that Immigration at Don Muang Airport also provides Re-Entry permits. If getting at the airport, be sure to allow additional time for this purpose.

NOTE & CAUTION: Many Expats choose to obtain their Re-Entry Permit from Immigration as soon as they receive their annual extension; since Re-Entry Permit expires on the expiration date of their latest extension of stay, it will then be available if and when needed during the coming year. However, be aware that at Chonburi (Pattaya) Immigration, if you enter a planned departure date on the application of more than one or two weeks in the future, they will not issue the Re-Entry Permit and will tell you to return within a week or two of your planned date. However, if you leave the departure date on the application form blank, they will usually issue the Permit with no questions – in the event the Officer does ask about a planned departure date, an acceptable answer is usually that the date is not known, but will be in the very near future.

Re-Entry Permits

Single Re-Entry Permit – The fee is 1,000 Baht and the expiration date will be the expiration date of your latest extension of stay date at the time you apply for the Permit. A single Re-Entry Permit is valid for only one re-entry. Upon your arrival (re-entry), Thai Immigration will stamp the Permit “USED” to show it is no longer valid.

Multiple Re-Entry Permit – The fee is 3,800 Baht and the expiration date will be the expiration date of your latest extension of stay date at the time you apply for the Permit. The Permit remains valid until the expiration date; so during its validity period, you may leave and return as many times as you wish keeping your long stay extension in force.

Completing your new Arrival/Departure (TM.6) Card – When you are returning to Thailand, you will need to complete a new Arrival/Departure Card. In the space calling for a visa number, insert the number of your Re-Entry Permit.

NOTE: With a valid Re-Entry Permit, Immigration will place a new “Permission to Stay” stamp in your passport - when you return you will be given a permission to stay until the date shown on your latest extension of stay. For example, if your long stay extension is until August 15, 2013, your Re-Entry Permit (single or multiple) will show it is valid till August 15, 2013 – when you re-enter Thailand, Immigration will put in a stamp showing your permitted stay is until August 15, 2013.

CAUTION: If you renewed your extension of stay early in anticipation of being outside of Thailand on your normal renewal anniversary date, be sure to obtain a Re-Entry Permit AFTER you have renewed your extension. This will ensure the Permit will expire on your new extension anniversary date. *For example, your extension of stay is until August 15, 2012. You renew your extension on June 20, 2012 because you plan to leave Thailand on July 5, 2012 and not return until September 15, 2012. Your new extension of stay will be until August 15, 2013. Any Re-Entry Permit you had prior to your extension will expire on the old date of August 13, 2012. So, you will need a new Re-Entry Permit that will expire on August 15, 2013 and be valid when you plan to return to Thailand.*

TIP: When you re-enter Thailand, insert your new TM.6 Arrival/Departure card at the page where your Re-Entry Permit is stamped. Before leaving the Immigration counter, check to make sure your permitted to stay date is correct (the expiration date of your latest extension stamp).

Documents needed to apply for a single or multiple Re-Entry Permit

1. Completed Form **TM.8 Application for Re-Entry Permit Into the Kingdom**. A downloadable form is available – click [here](#) for Acrobat PDF format (print out and complete by hand) or click [here](#) for Microsoft Word format (fill in form),
2. Photograph 4x6
3. Photocopies from Passport:
 - a. Identity page
 - b. Page showing current permit to stay stamp
 - c. Page showing stamp for last date entered Thailand
4. Photocopy of TM.6 Departure Card

REMEMBER to sign each photocopy

NOTE: There is a convenient photo and copy shop adjacent to the Chonburi (Pattaya) Immigration office that opens at 8am – Immigration Office opens at 8:30am.

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